MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFCESA/CEO
          139 Barnes Dr. Suite 1
          Tyndall AFB FL 32403

SUBJECT: Minutes for the Workforce Management Video Tele-Conference
(VTC), 12 April 02

1. Introduction: Col Brittenham, Director of Operations Support (AFCESA/CEO),
chaired the meeting and provided opening remarks.

2. Capt McCall briefed the goals of Workforce Management (WFM). She stated the
VTC is a product of Workforce Management and just one way to accomplish the goals.
She stressed participation by the MAJCOMs and base-level CEOs was key to the success
of WFM. She also discussed the AFIs forwarded for review and stated 3 AFIs (see
slides) will be forwarded by the end of April.

3. Mr. Jackson (CEOK) briefed the long haul manpower study on stressed career fields.
He discussed the background leading up to the studies and methodology used by AFMIA
during the study. The CE stressed career fields are Liquid Fuels Maintenance, Power Pro,
Readiness, EOD, and Fire Protection. AFMC stated they did not need 16 Liquid Fuels
personnel; most of the liquid fuels shortages stemmed from the deployment but not
during day-to-day operations. AFMC would prefer more Power Production positions.
Mr. Jackson stated he would assist them by contacting AFMIA to discuss this issue.

4. Mr. Caulder (CES) briefed the DOD Minimum Antiterrorism Standards for Buildings.
In response to questions from the MAJCOMs, he stated the standards are under final
coordination with the goal of published by 30 April 02. He also said funding issues were
not addressed when developing the standards. When asked if Security Forces (SFS)
personnel were participating, Mr. Caulder explained the Minimum Standards address
facility requirements (design and construction) and are mainly a CE issue. The SFS are a
critical component in operating a "controlled perimeter for inspection, detection and
deterrence" which is a basic tenet of the Minimum Standards.

5. Chief Day (CEOK) provided updated COCESS information. He briefed the Computer
System Requirement Document (CSRD) to update IWIMS software is currently in ballot
by MAJCOM representatives on the CE Computer Configuration Control Board. In
response to a question regarding the cost to fund the software, he relayed AFCESA
would provide the funds. **Update:** The funding is available and the CSRD has been
approved. SSG is creating this software and plans to field it by Aug 02. Chief Day also

briefed a lessons learned VTC would be held in July to discuss Eglin and Mt. Home process. In response to a question, he stated he believed the program had "gotten over the hump" and could provide valuable lessons learned.

6. Mr. Babcock provided an overview on all ACES modules and discussed ACES Training. He stated initial training varies from module to module; but web-based training has been approved for sustainment training on all modules. AFRC expressed a concern with regard to the Project Management Module and said they still have concerns regarding data entry at non-AFRC installations.

7. Chief Kibbe briefed information from the Training Committee, held 11-15 March 02 at the Goodfellow AFB Fire Academy. All MAJCOMS participated and 24 action items were developed. He also said they are looking for MAJCOM feedback about holding the meeting twice a year due to the importance of the committee, evident from the numerous action items.

8. Colonel Brittenham closed the VTC with a discussion on agenda topics for the next VTC, a discussion on safety metrics, and the need for the MAJCOMs and bases to stress safety among their troops.

9. The briefing slides can be found at the following link:
http://www.afcesa.af.mil/Directorate/CEO/Management/WorkMgmt/default.htm

10. If you have any questions or suggested topics, please contact Capt Carolyn McCall at DSN: 523-6444, email: carolyn.mccall @ tyndall.af.mil.

CAROLYN E. MCCALL, Capt, USAF
Work Force Management

Approved/~~Disapproved~~

      ///signed///
LARRY W. BRITTENHAM, Col, USAF
Director of Operations Support